



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL AIR TRAINING
CNATRA
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CNATRAINST 8382.1D
N42
23 January 1997

CNATRA INSTRUCTION 8382.1D

Subj: ARMAMENT EQUIPMENT ("K") POOL

Ref: (a) OPNAVINST 8600.2B
(b) OPNAVINST 8380.1B
(c) OPNAVINST 4790.2F

Encl: (1) Quarterly Inventory Reporting of Aircraft Armament Equipment Items
(2) Sample Message Format

1. Purpose. To prescribe policy and procedures for the management and inventory reporting requirements for the assets held under the custody of armament equipment pools.

2. Cancellation. CNATRAINST 8382.1C.

3. Scope. Applies to:

a. All activities within the Naval Air Training Command (NATRACOM) Supply Distribution System.

b. All NATRACOM squadrons and naval air stations (NASs) that support TA-4/ T-45 aircraft.

4. Background. The Chief of Naval Air Training (CNATRA) has been tasked to consolidate and forward to Commander Naval Air System Command (COMNAVAIRSYSCOM) with information copy to Naval Inventory Control Point (NAVICP) a quarterly inventory report of all Aircraft Armament Equipment (AAE) held by NATRACOM activities. This instruction provides the policy and procedures for the management of AAE. References (a) and (b) provide the basic direction for inventorying and reporting AAE.

5. Policy. The procedures contained in this instruction will apply to the management and reporting of armament equipment pool items:

a. Selected activities will be designated as prime pool custodians. All other activities will be sub-custodians (primarily NATRACOM "O" level maintenance activity). The prime pool custodian is responsible for maintaining and reporting pool assets to fill authorized allowances.

b. Prime pool custodians will compute pool allowance per reference (b). Increases, additions and/or changes to armament equipment lists will be submitted to CNATRA (N4213) via the normal chain of command.

c. The Aircraft Intermediate Maintenance Department (AIMD) armament officer/component repair supervisor is the prime pool custodian. Activity supply officers and the component repair supervisor at prime pool sites will have custody of and submit inventory reports as appropriate for the Navy supply system stocks where applicable. Sub-custodians ("O" level maintenance activity) will not maintain stocks for replacement of attrition quantities.

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6. Action/Procedures

a. Prime Pool Custodians

(1) The following activities are designated prime pool custodians for assigned weapon systems:

<u>Prime Pool Custodians</u>	<u>Area of Responsibility</u>
NAS Meridian	All TA-4/T-45 aircraft based at Meridian
NAS Kingsville	All T-45 aircraft based at Kingsville

(2) Assume prime custody of all activity assets, maintain "K" pool and establish sub-custody records as applicable.

(3) Compute allowance for armament equipment in accordance with allowance factors indicated in reference (b).

NOTE: As a general guide, use 10 percent planning factor for spares (pipeline) in the pool.

(4) Submit quarterly asset report for armament equipment assets as required by enclosure (1) in the format of enclosure (2).

(5) Conduct and record results of annual physical inventory of pool assets during February of each year.

(6) Maintain record of allowances, inventory, survey, and open requisitions.

(7) Provide assets to sub-custodians as outlined in this instruction, and provide replacement on one-for-one exchange. When assets are not sufficient to satisfy competing requirements, training air wing commanders will determine priority of issue. Document exchange for repair action under normal Naval Aviation Maintenance and Material Management Program (3M) procedures delineated in reference (c).

(8) Ensure all racks, pylons, and launchers not properly packaged are inspected and tested by the AIMD/Component Repair in accordance with existing maintenance/technical directives.

(9) Maintain pool material per reference (c), pertinent technical directives and maintenance manuals.

(10) Submit "K" Pool Replenishment Requisitions to the AIMD/Component Repair material work center. Requisitions will cite project code "ZC8" and priority "02."

(11) Provide a DD 1348-1 document to squadrons for pool items being physically transported when leaving for a detachment.

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b. Sub-custodians ("0" Level Maintenance Activities)

(1) Return all pool items not immediately required or those in need of repair to the pool.

(2) Maintain pool material per reference (c), pertinent technical directives and maintenance manuals.

(3) Initiate surveys for lost equipment including those lost and reported indirectly by other means such as unsatisfactory report or mishap report. Submit surveys to supporting pool custodian.

(4) Transfer custody of those aircraft inventory items, shown in enclosure (2) of reference (b), to the pool. Re-install and re-enter on the aircraft inventory when the aircraft is transferred. Annotate custody records accordingly.

NOTE: Although physical custody of equipment pool items delivered with a new aircraft need not be transferred from squadron to pool, the pool records will indicate receipt and be included in the inventory report.

(5) Submit datum as required by prime pool custodian.

c. Training Air Wing Commanders. Review records and procedures during Administrative/Material inspections to ensure compliance, and submit recommendations for changes in responsibilities and procedures as appropriate. Provide assistance and guidance to prime pool custodians in establishing pool allowances and priority of issue for competing requirements.

7. Reports and Forms

a. The reporting requirement in this instruction is under Report Control Symbol (RCS) CNATRA 8382-1 and is approved for 3 years from the date of this instruction.

b. The DD 1348-1 form is available from normal supply channels.


W. H. ROBERSON
Chief of Staff

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List I (A, B, F, G, O, T, U, V, GG)

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QUARTERLY INVENTORY OF AIRCRAFT ARMAMENT EQUIPMENT (AAE) ITEMS

1. Policy. The procedures contained in this enclosure will apply to the inventory reporting of armament equipment pool items to CNATRA for consolidation and reporting to COMNAVAIRSYSCOM/NAVICP as directed by reference (a). (R)

2. Responsibility

a. NAS Meridian, NAS Kingsville, and NAS Pensacola will collect from tenant (sub-pool) custodians, consolidate and forward to CNATRA (N4213), quarterly inventory reports for items listed in enclosure (1) of reference (a) which are held by activities within their respective areas of responsibility.

b. CNATRA will consolidate all NATRACOM quarterly inventory reports and forward to COMNAVAIRSYSCOM/NAVICP. (R)

3. Actions/Procedures

a. Enclosure (1) of reference (a) lists all airborne armament equipment items for which NAVICP requires quarterly inventory datum for budgetary, procurement and repair program computation purposes.

b. Inventory cutoff dates will be 31 December, 31 March, 30 June, and 30 September each year. Each Prime Pool Custodian at the Naval Air Station will forward feeder reports by message to reach CNATRA not later than the 10th day of October, January, April, and July respectively.

c. Quarterly inventory reports will include the following data for each item on hand that is listed in enclosure (1) of reference (a):

(1) Item number/part number (P/N)/national stock number (NSN).

(a) Total quantity of installed and not installed items as of the last day of the reporting quarter.

(b) Quantity of assets on sub-custody to user activities.

(c) Quantity of ready for issue (RFI) assets physically located within the prime equipment pool.

(d) Quantity of non-RFI assets that are repairable by the prime pool custodian (indicate in remarks those assets that are non-RFI due to nonavailability of change kits or repair kits. Indicate the specific type/number of kits required or part number and NSN of repair parts required.

(e) Total quantity of losses incurred during reporting period.

(f) Quantity of equipment installed on aircraft which will reach high time removal for overhaul/inspection within the next reporting period.

(2) Remarks

NOTE: Enclosure (2) provides example of proper format for above data.

4. Reports. RCS CNATRA 8382-1 applies to the reporting requirement of the Quarterly Inventory of AAE Items.

Enclosure (1)

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SAMPLE MESSAGE FORMAT

(PRIORITY AND DATE TIME GROUP)

FM (MESSAGE ORIGINATOR)

TO CNATRA CORPUS CHRISTI TX//N4213//

UNCLAS //N08382//

SUBJ/QUARTERLY INVENTORY OF AIRCRAFT ARMAMENT EQUIPMENT (AAE) ITEMS
CNATRA 8382-1//

MSGID/GENADMIN/(ORIGINATOR)//

REF/A/DOC/CNATRA/(DATE OF INSTRUCTION)//

AMPN/REF A IS CNATRAINST 8382.1D//

RMKS/1. PER REF A, FOLLOWING SUBMITTED:

	ITEM NO.	P/N	NSN
A.	(1) 11A	64A81H3-3	4ZH1095-00-133-8249FZ
	(A) 32		
	(B) 24		
	(C) 6		

NOTE: DATUM IN ACCORDANCE WITH
PARAGRAPH 3C OF ENCLOSURE (1)

(D) 2

(E) 0

(F) 0

(2) REMARKS: (LIST ALL PARTS ON ORDER AND LIST LOSSES DUE TO BCM, A/C
STRIKE, ETC. LIST SERIAL NUMBERS FOR ITEMS DUE HIGH TIME.)

B. (1) ETC. //

NOTE: THE SUM OF (B), (C), AND (D) SHOULD EQUAL (A).

Enclosure (2)